

# Budget Prep integration with FM & GM

FI-BP-008

12-13 Nov 2008



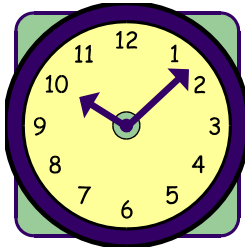
# LaGOV

**Version 1.0**

Last updated: 12-Nov-08



# Logistics



**Before we get started ...**





# Introduction

## ■ Roles

- **Process Analyst and Functional Consultant** – lead and facilitate the discussions, and drive design decisions
- **Documenter** – take detailed notes to support formal meeting minutes to be sent by the Process Analyst to all participants for review and feedback
- **Team Members** – provide additional support for process discussions, address key integration touch points
- **Subject Matter Experts** – advise project team members on the detailed business processes and participate in the decisions required to design the future business process of the State

### **Round the Room Introductions**

***Name***

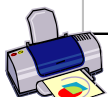
***Position***

***Agency***



# Budget Prep Sessions

Session #	No of days	Schedule	Session Description/Major Business Process Group	Overview of major Session Topics
<b>FI-BP-001</b>	2 days	17-18 Sep	<b>Budget Prep Overview (merged with FI-FM-002)</b>	Budget Prep design coordination with FM & GM, sharing of Master Data, Budget Transfers & Adjustments
<b>FI-BP-002</b>	1/2 day	14-Aug	<b>Operating Budget: Central controlling perspective</b>	Overview of Budget Prep system, Overall timelines for HB1, Versions for Budget Prep, etc
<b>FI-BP-003</b>	1-1/2 days	27-28 Aug	<b>Operating Budget: Details &amp; Systems</b>	Op Budget: BR & CB Forms Op Budget: Continuation Budget prep details Op Budget: Executive Budget prep details Op Budget: Legislative Tracking & OPB involvement Op Budget: BA-7 Adjustment process
<b>FI-BP-004</b>	3 days	23-25 Sep	<b>Operating Budget: Agencies' perspective</b>	Details of Salary & Non-Salary budget, as included in: - Continuation Budget Request (CB forms) - New & Expanded Service Requests (NE forms) - Technical/Other Adjustments (T/OAP forms) - Total Request Summary (see Addenda below)  <u>Five Addenda to Total</u>
<b>FI-BP-005</b>	1/2 day	2-Oct	<b>Capital Budget: Central controlling perspective</b>	Overview of Budget Prep system, Overall timelines for HB2, Versions for Budget Prep, etc
<b>FI-BP-006</b>	2-1/2 days	14-16 Oct	<b>Cap Outlay Budget: Details &amp; Systems</b>	Cap Outlay Bud: Initial ECORTS Request review Cap Outlay Bud: Review / Analysis of info by FPC Cap Outlay Bud: Capital Projects into HB2, including DOTD Cap Outlay Bud: Legislative tracking of Amendments
<b>FI-BP-007</b>	2 days	22-23 Oct	<b>Capital Budget: Agencies' perspective</b>	- DOTD systems that support Capital projects activity - CO Request submission in ECORTS
<b>FI-BP-008</b>	2 days	12-13 Nov	<b>Integration with FM/GM (Retraction details)</b>	Details of how Budget Prep data is retracted to FM & GM
<b>FI-BP-009</b>	2 days	05-06 Nov	<b>Budget Data Conversion (incl. Historical Data)</b>	Details to be included in Budget data conversion, including (a) BRASS data, (b) AFS data, (c) How many years of conversion data, etc
<b>FI-BP-010</b>	2 days	29-Oct	<b>Budget Reports, Publishing of Budget</b>	Data transfer from Budget Prep for Publishing, Approach for all Budget Reports and compilation thereof
<b>FI-BP-011</b>	1 day	18-Nov	<b>Performance Measures: Process &amp; Tools</b>	How Measures are used together with Budget data, BRASS and LaPAS Performance data, Transition to SAP





# Grants Management Sessions

Session ID	Date	Business Process	Goals
FI-GM-001	08/12/08 – 08/14/08	Account Code Structure – Grants and Sponsored Objects	<ul style="list-style-type: none"><li>-Definition of a grant</li><li>-Definition of external sponsor dimensions</li><li>-Maintenance process for grant master data</li><li>-Integration of grant master data with other modules</li><li>-Naming conventions and numbering standards</li><li>-Determination of sponsor budget validity period</li></ul>
FI-GM-002	08/21/08	Grant Lifecycle Management	<ul style="list-style-type: none"><li>-Posting activities throughout grant lifecycle</li><li>-Managing phases of activities (e.g. award, pre-award, closing)</li><li>-Process for grant maintenance</li></ul>
FI-GM-003	09/17/08 – 09/18/08	Grant Budgeting and Budget Control	<ul style="list-style-type: none"><li>-Sponsor requirements for budget control</li><li>-Integration with Funds Management and Budget Preparation</li><li>-Availability control requirements</li><li>-Periodic budget transfers</li></ul>
FI-GM-004	09/24/08	Grant Accounting	<ul style="list-style-type: none"><li>-Process of updating grants from other modules</li><li>-Periodic corrections and transfers</li></ul>
FI-GM-005	10/09/08	Grants Billing/Claiming	<ul style="list-style-type: none"><li>-Frequency of grant billing</li><li>-Basis for grant billing</li><li>-Process surrounding grants billing</li><li>-Automated billing and creation of accounts receivable documents</li><li>-Common/standard forms</li></ul>
FI-GM-006	10/21/08 – 10/22/08	Grants Conversion	<ul style="list-style-type: none"><li>-Conversion strategy for existing active grants</li><li>-Conversion of budget &amp; actuals (exp &amp; rev)</li><li>-Conversion of receivables</li><li>-Conversion for year-end reporting</li><li>-Legacy Clean up</li></ul>
FI-GM-007	11/05/08 – 11/06/08	Grants Reporting	<ul style="list-style-type: none"><li>-Grants reporting by sponsor dimensions</li><li>-Standard reports vs BI reports</li><li>-Specific requirements for internal and external reports</li></ul>
FI-GM-Validate	11/19/08 – 11/20/08	GM Validation	<ul style="list-style-type: none"><li>-Validate decisions/open items created for all blueprints above</li></ul>





# Grantor Management Workshops

Blue Print Session Workshop ID	Process Area	Narrative	Session Date
1. FI-GTR-01	Grantor Master Data	Master data session captures Business Partners , Programs, Contracts, Projects used by Grantor	09 -17- 2008 09 -18- 2008
2. FI-GTR-02	Grantor Program Management	Program management defines how Grant activities are managed, funded and delivered to the grantee with internal and external accountability.	09 -17- 2008 09 -18- 2008
3. FI-GTR-03	Applications and Agreements	Grantor Application process helps potential grantee receive information about the grantor program and apply for grant online. Grantee eligibility determination and benefit amount calculation is done. The Agreement process captures terms and conditions of the awarded grant.	09 -29- 2008 09 -30- 2008
4. FI-GTR-04	Grants Budgeting	Facilitates budgetary Control for Grantor programs. It can be used to provide budgetary control at various levels including agency, fiscal year and grantor agreement. This process supports budget planning and budget execution and allow you to monitor the availability of funds.	10 -07- 2008
5.FI-GTR-05	Grant Claims	The Grantor claims management function includes a Web-based claim form that is assigned to a relevant agreement and individual claim items. These claim items can be checked for eligibility and availability and then executed against the agreement. Any advances are also cleared. Claims are then approved, released, and paid.	10 -23- 2008
6.FI-GTR-06	Case Management & Reporting	Activities linked to Grantor Application/Agreement/Business Partner are managed in Grantor Case Management.	10 -29- 2008
7.FI-GTR-07	Business Rule Framework & Master Data & Conversion	Business Rule Framework is used to check if the data in the application form conforms to grantor program rules. For example the web request uses BRF to validate the fields the applicant enters on online application form.	11 -03- 2008
FI-BP-008	Integration with FM / GM	Discuss some of the key process issues for budget control in the Funds Management module (FM) and in Grants Management (GM) as related to the Budget prep process, including mid-year budget adjustments to Ex Operating Budget and change orders for Grant-funded capital projects.	11-12-2008 11-13-2008
8.FI-GTR-08	GTR Validation	This session validates all key decisions that are made in previous Grantor Workshops.	12-08-2008 12-09-2008



# Glossary of SAP terms – Budget Prep (page-1)

**A. BRASS/Excel data:** Legacy data systems used for budget prep by OPB, Departments, Agency, et all.

**B. AFS (Budget control):** Legacy system for execution / control of budgetary spending

**C. CFMS (Purchasing):** Legacy system for records and purchasing data.

**D. No Budget Data Warehouse on the Legacy side**

**E. No equivalent in Legacy**

**A. BP system:** Budget preparation, a Business Warehouse based SAP solution for preparation of budget.

**B. FM module:** Funds Management module in SAP ECC 6.0, which aids in the execution/control of budgetary spending in US public sector units.

**C. SAP ECC 6.0:** The transactional system of SAP (older version was SAP R/3), which includes Finance, HR and **Procurement** modules.

**D. BI:** SAP Business Intelligence also known as Analytical system of SAP.

**E. Infocubes:** Multi-dimensional BI tables showing interactions of Characteristics and Key figures





# Glossary of SAP terms – Budget Prep (page-2)

**F. No equivalent in Legacy:** but the equivalent examples would be General Fund, Budget Org, Budget Year, which are used to budget.

**G. No equivalent in Legacy:** but equivalent examples will be FTE (Full Time Equiv), Dollar amounts such as Salaries.

**H. Forms:** Entry screens of BRASS used by Analysts.

**I. No equivalent in Legacy:** But similar to Business Objects reports which references data from tables.

**F. Characteristics:** Data like Fund, Cost Center, Fiscal year or Period; in BP, these values (i.e. master data) are used for budgeting.

**G. Key Figures:** Values, quantities, or dollar amounts of transactional data; in BP, the amount/quantity is used for budgeting.

**H. Planning Layouts:** Entry screen of Budget Prep modules, with front-end tools of either Excel or Web-based.

**I. BEx (Business Explorer):** Excel-based front-end tool for End-users for Planning Layouts or Reports, which references data from Infocubes.







# Glossary of SAP terms – Grantee Mgt (page-1)

**GRANT (Reporting Category)** - Represent lower-level funding instruments used to document, control and report on the results of an agreement between a sponsor and an organization.

**SPONSOR (Sponsor)** – An agency or institution providing financial assistance in the form of a grant.

**SPONSORED PROGRAMS (none)** – GM structure used to control and monitor transactions based on a sponsor's external programs, which may be different from an organization's own programs.

**SPONSORED CLASSES (Objects)** – GM structures used to control and monitor transactions based on a sponsor's account structure, which may be different than an organization's own accounts.

**GM Budget Workbench** – Tool in Grants Management to manage the budgeting of funds received from sponsors. Functionalities include Enter, Transfer, Supplements, Return, Release and Unreleased.

**Pass-through Grant** – Funds received from a sponsor and are distributed to a 3<sup>rd</sup> party. Funds, therefore, are not consumed directly by the Grantee organization.





# SAP Grantor Glossary (page-1)

**Grantor Program** – is the unifying element for the grantor delivery system to manage the data entry and transaction processing effectively.

**Funded Program** (CAPITAL PROJECTS, GRANT PROGRAMS) - lower level internal programs or initiatives, such as capital projects, grant funded programs expense projects or maintenance orders, used for budgetary control & reporting in FM.

**Commitment** (BAL.SHEET ACCOUNT, OBJECT, SUB-OBJECT, REVENUE SOURCE)– type of revenues, expenses, fund balance & encumbrances (accts).





# SAP Grantor Glossary (page-2)

**Availability Control** – The realtime checking of the availability of funds, in order to identify possible budget underruns or overruns when funds are being committed

**Agreement** – Outlines the conditions of the undertaking between a grantor and a prospective recipient of a grant, which describes the obligations of each. An agreement may take the form of a legal contract

**Multi-Funding** - The funding for grants originating from multiple sources or sponsors. As a result there may be several budget addresses or account assignments. Funding is commonly split among the funding sources by fixed amounts or by a percentage of the grant amount. Multi-funding rules can be defined when the program is defined or when individual transactions are processed





# Current Legacy Systems Alignment – Op Budget

## 1. BRASS

Used by Analysts in OPB for:

- entry of Agency Budget 'summary' data
- analysis of Agency Budget data
- prep / consolidation of Continuation Budget
- prep / consolidation of Executive Budget
- prep / consolidation of State Budget
- BSLT tracking & Wave Reports
- Tracking of Performance Measures (standalone)

## 2. AFS / DOTD

Used by the State to capture expenses, commitments and execute the Budget and for Budget Control

## 3. Pattern-Stream

Used for publishing the Budget

## 4. Excel Sheets

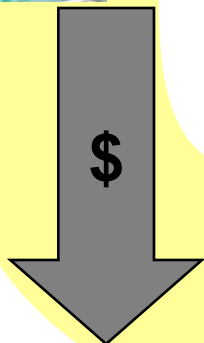
- a) Consolidation, etc in OPB
- b) Agency Budget Prep spreadsheets



# Grantee and Grantor Management

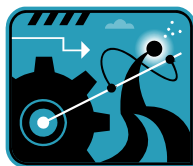


**Sponsor**

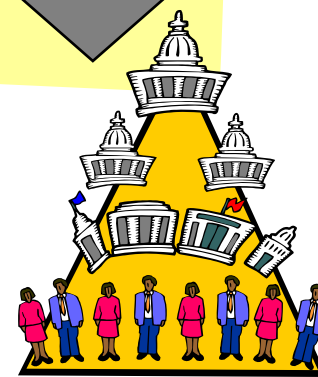
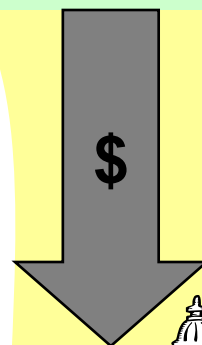


Passthrough

**State of LA (Grantee)**



**State of LA (Grantor)**





# AS-IS: Grantee Budgeting

- Agency activities are limited to their budget authorization
  - For many agencies, this could mean rejecting eligible grants
- Grants are represented as Reporting Categories for the majority of state agencies. However, reporting category is NOT an account assignment used for budgeting. (one-off cases exist where Orgs are represented as grants)
  - If Org is used to represent a Grant, then it implies that the agency is preparing budgets on a grant by grant basis, though consolidated and submitted to OPB. Later, approved Budget is spread by the agency level to the Orgs.
  - Agencies currently maintain offline subsystems (spreadsheets etc) to manage the budget of individual grants
    - This requires reconciliation of offline spreadsheets against budget authority and control
    - Any budget control by external sponsors dimensions such as fiscal year, grant programs and reporting classes is offline as needed
- State's Annual Budget (in Nov) encompasses recurring grants and expected new grants
  - 2 digit Object Category, Agency and Fund, and Appropriation Unit
  - Departments will prepare the budget. Agencies rolling up to the dept will submit their budget to the department. Exceptions are OYD (OJJ), DPS and DOC.



# AS-IS: Grantee Budgeting

- As part of the annual budget, agencies are budgeting for recurring grants and expected new grants.
  - Grants received after the annual budget can only be accepted if within the budget authority, and if not, must go through the BA7 process
    - BA7 process is lengthy and sometimes will result in the rejection of new grants
- AS-IS budgeting process for pass-through grants is the same as above



# AS-IS Grantor Budget

- Means of Finance is at agency level.
- Agencies prepare budget at **Grantor Program Level** and Object code and submit to OPB at Appr Unit/Program & Object Category level.
- Agencies track Actuals (in Excel?) at **Grantor Sub-programs** by Object code, and roll them up to **Grantor Program** level. These are then summarized at agency level.
- Overruns are possible and allowed at **object code level??**
- Multiple year Grantor Programs are not split per year and budgeted
- Agency uses BA-7 for adjustments to the budget after it's approved






# AS-IS Grantor Program Cycle & Fund Allocation

- Grantor Program may be different from State or Federal Fiscal Year. For e.g., OCD's CDBG Program Year is from April 1<sup>st</sup> to March 31<sup>st</sup>.
- Total award is allocated in various ways:
  - Administrative
  - Technical Assistance
  - Sub Program 1, Sub Program 2 ....
  - Loan Fund
  - Set-aside Funds for various activities
  - Funds not Obligated



# Grantor Budget Prep: AS-IS process – disconnected?

<u>Managing details</u> in <u>NSF/Others</u>	<u>Agency Budget</u> <u>Prep &amp; roll-up</u>  	<u>Submission to</u> <u>OPB &amp; approval</u> <u>(Appr. Letters)</u>  <u>At Program/Appr Unit level</u> - by Object Category (Salaries, Related Benefits, etc)	<u>Agency 'spreads'</u> <u>Approved Budget</u>  <u>At Appr Unit level</u> by Object Category (Salaries, Related Benefits, etc)
<u>NSF Programs</u> PFund Planning Cyber Etc	<u>NSF Programs</u> PFund Planning Cyber Etc		<u>NSF Programs</u> PFund Planning Cyber Etc



# Grantor Budget Prep: AS-IS info in OCD-CDBG/Others

FY2008

## DISTRIBUTION

<b>ALLOCATION</b>	<b>27,552,106</b>
<b>ADMIN/TA</b>	\$926,563
<b>DN</b>	\$2,000,000
<b>HOUSING</b>	\$2,600,000
<b>LASTEP</b>	\$500,000
<b>ED</b>	\$5,000,000
<b>TOTAL PF</b>	\$16,525,543
<b>C.CENTERS</b>	\$1,600,000
<b>REG. PF</b>	\$14,925,543 \$7,462,771.50

CATEGORY	NO.OF APPS	AMT REQ.	\$ Based on #	\$ Based on \$	\$ AVAILABLE	OVERALL %
<b>Streets</b>						
Larger	21	\$11,571,099	\$634,487	\$730,045	\$1,364,532	<b>9.14%</b>
Smaller	54	\$19,502,637	\$1,631,537	\$1,230,463	\$2,862,000	<b>19.18%</b>
<b>Fire Protection</b>						
Larger	7	\$3,124,199	\$211,496	\$197,112	\$408,608	<b>2.74%</b>
Smaller	10	\$4,158,133	\$302,136	\$262,346	\$564,482	<b>3.78%</b>
<b>Potable Water</b>						
Larger	19	\$11,475,491	\$574,059	\$724,013	\$1,298,073	<b>8.70%</b>
Smaller	27	\$13,422,636	\$815,769	\$846,863	\$1,662,631	<b>11.14%</b>
<b>New Sewer</b>						
Larger	6	\$4,044,129	\$181,282	\$255,153	\$436,435	<b>2.92%</b>
Smaller	14	\$8,862,599	\$422,991	\$559,160	\$982,152	<b>6.58%</b>
<b>Sewer Rehab</b>						
Larger	22	\$11,836,436	\$664,700	\$746,786	\$1,411,486	<b>9.46%</b>
Smaller	51	\$21,107,702	\$1,540,896	\$1,331,730	\$2,872,626	<b>19.25%</b>
<b>Sewer Treatment</b>						
Larger	4	\$2,607,094	\$120,855	\$164,487	\$285,342	<b>1.91%</b>
Smaller	12	\$6,571,527	\$362,564	\$414,612	\$777,176	<b>5.20%</b>



# OCD-CDBG Grantor Program Budget (??)

	STREETS (larger)	STREETS (smaller)	FIRE PROTECTION (larger)	FIRE PROTECTION (smaller)	POTABLE WATER (larger)	POTABLE WATER (smaller)	NEW SEWER (larger)	NEW SEWER (smaller)	SEWER REHAB (larger)	SEWER REHAB (smaller)	SEWER TRT (larger)	SEWER TRT (smaller)	TOT.
ORIGINAL \$ AVAIL	1,364,532	2,862,000	408,608	564,482	1,298,073	1,662,631	436,435	982,152	1,411,486	2,872,626	285,342	777,176	14,925,5
Remaining 06/06/08	29,253	61,388	8,770	12,098	27,845	35,655	9,346	21,060	30,278	61,612	6,113	16,643	320,0
Housing Transfer	237,640	498,680	71,240	98,280	226,200	289,640	75,920	171,080	245,960	500,500	49,660	135,200	2,600,0
Total \$ Available	1,631,425	3,422,068	488,618	674,860	1,552,118	1,987,926	521,701	1,174,292	1,687,724	3,434,738	341,115	929,019	17,845,6
Add'l \$ 04-30-08	25,740	54,015	7,717	10,645	24,501	31,373	8,223	18,531	26,642	54,212	5,379	14,644	281,6
Total \$ Available	1,657,165	3,476,083	496,335	685,505	1,576,619	2,019,299	529,924	1,192,823	1,714,366	3,488,950	346,494	943,663	18,127,2
Actual \$ Spent	1,537,331	3,139,060	445,425	296,400	1,032,520	1,784,450	256,200	414,496	1,303,931	3,168,458	0	764,400	14,144,6
Actual % Spent	10.87%	22.19%	3.15%	2.11%	7.30%	12.62%	1.81%	2.93%	9.22%	22.40%	0.00%	5.40%	
Diff from Goal %	1.73%	3.01%	0.41%	-1.67%	-1.40%	1.48%	-1.11%	-3.65%	-0.24%	3.15%	-1.91%	0.20%	
\$ Remaining	3,962,555												
streets smaller	353,353	Jackson Park											
streets smaller	313,800	Natchez											
streets smaller	213,000	North Hodge											
\$ Remaining	3,102,402												
Actual \$ Spent	2,226,931	3,329,613	445,425	296,400	1,032,520	1,784,450	256,200	414,496	1,303,931	3,168,458	0	764,400	15,024,8
Actual % Spent	14.82%	22.16%	2.96%	1.99%	6.87%	11.88%	1.71%	2.76%	8.68%	21.09%	0.00%	5.09%	
Diff from Goal %	5.68%	2.98%	0.22%	-1.79%	-1.83%	0.74%	-1.21%	-3.82%	-0.78%	1.84%	-1.91%	-0.11%	
\$ Remaining	3,102,402												
new sewer smaller	797,562	Lincoln Park											
sewer treatment larger	812,900	Mansfield											
water larger	633,215	Winfield											
fire protection smaller	499,400	Bieber											
\$ Remaining	359,325												



# Grants Budget: AS-IS Agency submission to OPB

A	B	C	D	E	F	G	H	I	J
1	DEPARTMENT NAME: EXECUTIVE	CONTINUATION BUDGET PACKAGE							
2	AGENCY NAME: Division of Administration	FISCAL YEAR 2008 - 2009							
3	PROGRAM: COMMUNITY DEVELOPMENT								
4	BLOCK GRANT	*EXISTING	CB-4	CB-5	CB-6	CB-6	CB-6	CB-6	CB-6
5		OPERATING	NON-RECURRING	INFLATION	Annual	Merits	Base Sal	FY 06	Annual
6		BUDGET	ADJUSTMENT	ADJUSTMENT	Merits		Adj	Train Ser	Train
7	MEANS OF FINANCING:							Adjust	Series
8	1 STATE GENERAL FUND (Direct)	873,955	0	754	18,261	13,225	51,094	392	5,261
9	2 STATE GENERAL FUND BY:								
10	3 INTERAGENCY TRANSFERS	0	0	0	0	0	0	0	0
11	4 FEES & SELF-GENERATED	0	0	0	0	0	0	0	0
12	5 STATUTORY DEDICATIONS	372,500,000	(372,500,000)	0	0	0	0	0	0
13	6 INTERIM EMERGENCY BOARD	0	0	0	0	0	0	0	0
14	7 FEDERAL FUNDS	9,296,935,150	(30,000)	14,460	11,160	9,277	267,471	0	822
15	8 TOTAL MEANS OF FINANCING	9,670,309,105	(372,530,000)	15,214	29,421	22,502	318,565	392	6,083
16	9 EXPENDITURES & REQUEST:								
17	10 Salaries	6,164,462	0	0	24,146	18,466	261,441	322	4,992
18	11 Other Compensation	173,000	0	0	0	0	0	0	0
19	12 Related Benefits	1,820,086	0	0	5,275	4,036	57,124	70	1,091
20	13 TOTAL PERSONAL SERVICES	8,157,548	0	0	29,421	22,502	318,565	392	6,083
21	14 Travel	50,000	0	3,156	0	0	0	0	0
22	15 Operating Services	75,000	0	10,040	0	0	0	0	0
23	16 Supplies	10,000	0	2,018	0	0	0	0	0
24	17 TOTAL OPERATING SERVICES	8,242,548	0	15,214	0	0	0	0	0
25	18 PROFESSIONAL SERVICES	0	0	0	0	0	0	0	0
26	19 Other Charges	9,500,677,577	(372,500,000)	0	0	0	0	0	0
27	20 Debt Service	26,712,500	0	0	0	0	0	0	0
28	21 Interagency Transfers	134,007,014	0	0	0	0	0	0	0
29	22 TOTAL OTHER CHARGES	9,661,397,091	(372,500,000)	0	0	0	0	0	0
30	23 Acquisitions	30,000	(30,000)	0	0	0	0	0	0
31	24 Major Repairs	0	0	0	0	0	0	0	0
32	25 TOTAL ACQ. & MAJOR REPAIRS	30,000	(30,000)	0	0	0	0	0	0
33	26 UNALLOTTED	0	0	0	0	0	0	0	0
34	27 TOTAL EXPENDITURES & REQUEST	9,670,309,105	(372,530,000)	15,214	29,421	22,502	318,565	392	6,083
35	28 EXCESS (OR DEFICIENCY) OF								
36	29 FINANCING OVER EXPENDITURES	0	0	0	0	0	0	0	0
37	30 AUTHORIZED FULL-TIME EQUIVALENTS:								
38	31 Classified	28	0	0	0	0	0	0	0
39	32 Unclassified	74	0	0	0	0	0	0	0
40	33 TOTAL POSITIONS (Salary Regular)	102	0	0	0	0	0	0	0

Ask Paul for BR



# Grantor Budget Prep: AS-IS info in **BRASS**

OPB enters Agency  
Budget into BRASS

BUDG-O-MATIC FY09/FY10 - [Line Item Expenditures]		
File BRASS SBFS DNEs Security Utilities Window Help		
107_3000 Community Development Block Grant Line Item Expenditures ACT 19		
Line Name	Enacted Current Year Appropriation	Existing Operating Budget
Salaries	\$8,510,688	\$8,510,688
Other Compensation	\$724,060	\$724,060
Related Benefits	\$2,567,716	\$2,567,716
Personal Services	\$11,802,464	\$11,802,464
Travel	\$423,584	\$423,584
Operating Services	\$718,387	\$718,387
Supplies	\$173,375	\$173,375
Total Operating Expenses	\$1,315,346	\$1,315,346
Total Professional Services	\$3,413,173	\$3,413,173
Other Charges including PS	\$6,462,159,447	\$6,462,159,447
Debt Service	\$26,712,500	\$26,712,500
AT Line Item Expenditure	\$85,105,392	\$85,105,392
Total Other Charges	\$6,573,977,339	\$6,573,977,339
Acquisitions	\$160,000	\$160,000
Total Acq & Major Repairs	\$160,000	\$160,000
Total Expenditures	\$6,590,668,322	\$6,590,668,322
Classified Positions	12	12
Unclassified Positions	109	109
Total Table of Organization	121	121



# Grantor Budget: AS-IS Agency “spread” after approval

09	01_107	DOA	CDBG	Salaries	0003	2100	\$8,510,688
09	01_107	DOA	CDBG	Other Compensation	0003	2200	\$724,060
09	01_107	DOA	CDBG	Related Benefits	0003	2300	\$2,567,716
09	01_107	DOA	CDBG	Travel	0003	2500	\$423,584
09	01_107	DOA	CDBG	Operating Services	0003	2700	\$718,387
09	01_107	DOA	CDBG	Supplies	0003	3100	\$173,375
09	01_107	DOA	CDBG	Professional Services	0003	3400	\$3,413,173
09	01_107	DOA	CDBG	Other Charges	0003	3500	\$6,462,159,447
09	01_107	DOA	CDBG	Acquisitions	0003	4400	\$160,000
09	01_107	DOA	CDBG	Debt Service	0003	4800	\$26,712,500

## EB\_DOCUMENT

FY	SCHED	AGENCY	PROGRAM	OBJECT CATEGORY	BD ORG	OBJECT	AMOUNT
09	01_107	DOA	CDBG	IAT Line Item Expenditure	0003	4900	\$85,105,392
							\$6,590,668,322





# Grantor Budget Prep: AS-IS structure at OPB

Sample of CDB Grant as Appropriation Unit

- + 01\_103 - Mental Health Advocacy Service
- + 01\_105 - Louisiana Manufactured Housing Commission
- 01\_107 - Division of Administration
  - 107\_1000 - Executive Administration
  - 107\_2000 - Inspector General
  - 107\_3000 - Community Development Block Grant
  - 107\_A000 - Auxiliary Account
- + 01\_108 - Patients Compensation Fund Oversight Board
- + 01\_110 - Louisiana Recovery Authority
- 01\_111 - Office of Homeland Security & Emergency Prep

Sample of multiple Grants or Programs(?), below the Appropriation Unit level?

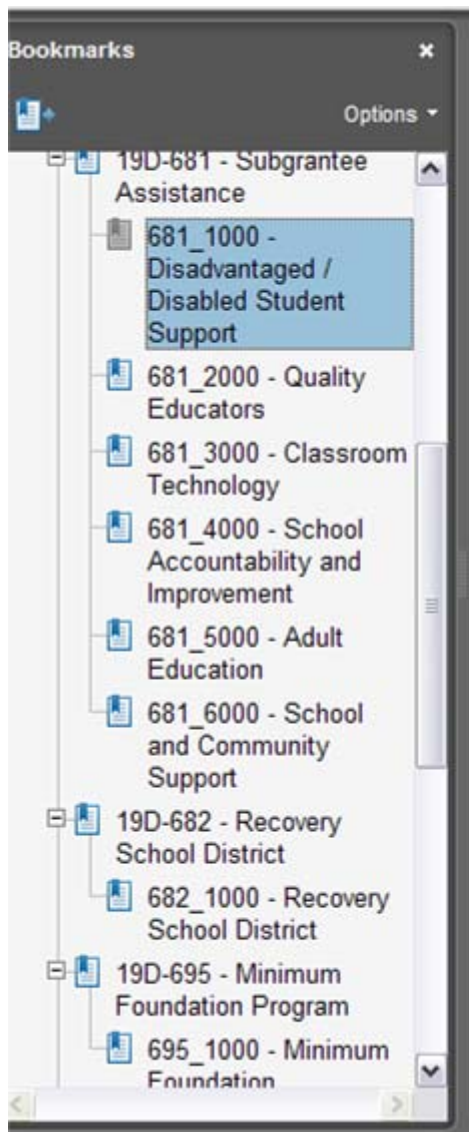
- 19\_EDUC - Education
  - + 19A\_HIED - Higher Education
  - + 19B\_OTED - Special Schools and Commissions
  - 19D\_DEDU - Department of Education
    - + 19D\_678 - State Activities
    - 19D\_681 - Subgrantee Assistance
      - 681\_1000 - Disadvantaged / Disabled Student Support
      - 681\_2000 - Quality Educators
      - 681\_3000 - Classroom Technology
      - 681\_4000 - School Accountability and Improvement
      - 681\_5000 - Adult Education
      - 681\_6000 - School and Community Support
      - 681\_1BCT - Unallotted
  - 19D\_682 - Recovery School District

Discuss: Can we assume that Grantor Programs need to be at an Appropriation Unit level?





# Grantor Budget Prep: AS-IS Rolled up Budget (1)



19D-681 — Subgrantee Assistance

681\_1000 — Disadvantaged / Disabled Student Support

## 681\_1000 — Disadvantaged / Disabled Student Support



Program Authorization: Title I of ESEA of 1965 as amended by P. L. 107-110, NCLB of 2001; Education for Homeless Children and Youth (Title VII, subtitle B of the Stewart B. McKinney Homeless Assistance Act); Individuals with Disabilities Education Act of 1997(IDEA); R.S.17:1944-1986: 20

### Program Description

The Disadvantaged or Disabled Student Support Subgrantee Program provides financial assistance not only to local education agencies and other providers that serve children and students with disabilities and children from disadvantaged backgrounds or high-poverty areas, but also to student and teacher-assistance programs designed to improve student academic achievement. Activities include Title 1, Special Education, Pre-Kindergarten, Student Assistance and Education Excellence activities.

The mission of the Disadvantaged or Disabled Student Support Program is to ensure that children and students from disadvantaged backgrounds and those with suspected and identified exceptionalities receive early intervention, supplemental services, and high quality classroom instruction to improve student achievement.

The goals of the Disadvantaged or Disabled Student Support Subgrantee Program are:

- To flow funds to locals to improve learning in high poverty schools.
- To flow funds to locals to provide services to children with exceptionalities.
- To flow funds to locals to provide programs for at-risk four-year-old children.

### Disadvantaged / Disabled Student Support Budget Summary

Prior Year	Existing Oper	Total Recommended
------------	---------------	-------------------



# Grantor Budget Prep: AS-IS Rolled up Budget (2)

Bookmarks

Options ▾

- 19D-681 - Subgrantee Assistance
  - 681\_1000 - Disadvantaged / Disabled Student Support
  - 681\_2000 - Quality Educators
  - 681\_3000 - Classroom Technology
  - 681\_4000 - School Accountability and Improvement
  - 681\_5000 - Adult Education
  - 681\_6000 - School and Community Support
- 19D-682 - Recovery School District
  - 682\_1000 - Recovery School District
- 19D-695 - Minimum Foundation Program
  - 695\_1000 - Minimum Foundation

\$	0	\$	0	0	Less Hurricane Disaster Recovery Funding
\$	83,436,508	\$	590,353,390	0	Base Executive Budget FY 2008-2009
\$	83,436,508	\$	590,353,390	0	Grand Total Recommended

## Professional Services

Amount	Description
	This program does not have funding for Professional Services for Fiscal Year 2008-2009.

## Other Charges

Amount	Description
	Other Charges:
\$247,410,572	NCLB Title I
\$3,400,515	NCLB - Language Acquisition - Title III
\$184,715,852	IDEA Part B and Preschool
\$772,907	Robert Byrd Scholarships
\$63,000	Advanced Placement Fee Payment
\$3,011,866	Extended School Year Program - State
\$75,382,950	LA-4 - State
\$14,325,673	Education Excellence Fund - Public Schools & Type 2 Charter Schools
\$629,083,335	SUB-TOTAL OTHER CHARGES
	Interagency Transfers:





# Summary of AS-IS Grantee & Grantor Budgets

- Budget authorization 'could' restrict Agencies from receiving or accepting new grants
- Agencies budget at the detailed Object level, however, only the rolled-up Object Category gets submitted to OPB for the Annual Budget
- Annual budget preparation starts from 9/20 (CB &BR) to 7/1 – 7/14 (Appropriation Letter issued)
  - Agencies annual budget includes Grants awarded and recurring Grants
  - Agencies need to spread the budget to the detailed level, after the Annual Budget is approved by the Legislature
- Grant Budgets are managed off-line, on an individual basis, by various systems

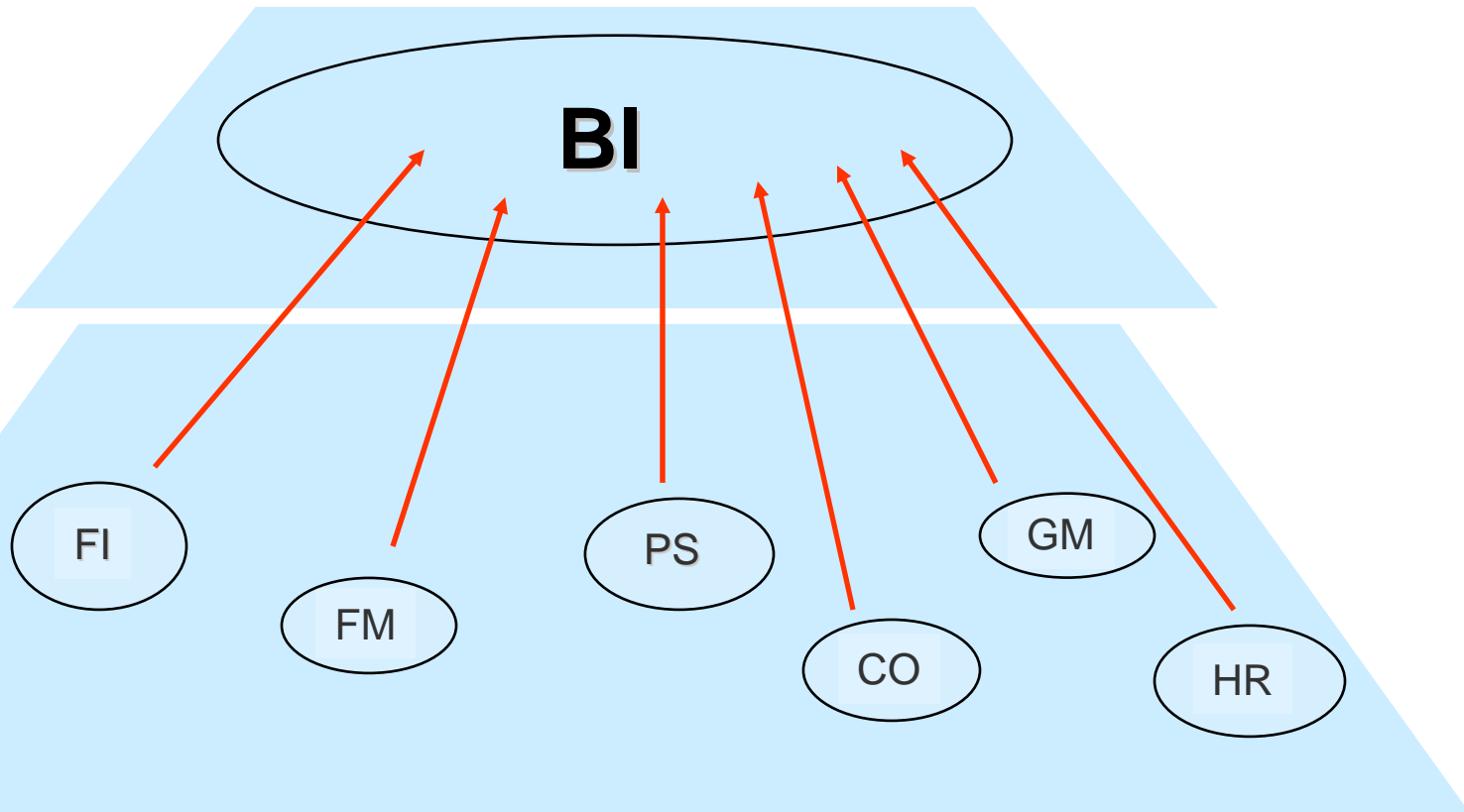


# BI system / ECC system interface

Detailed data from the various ECC modules are 'extracted' nightly into BI.  
This information is organized into the pre-defined Cubes and reports.

**Reporting  
&  
Planning**

**SAP ECC  
transactions**





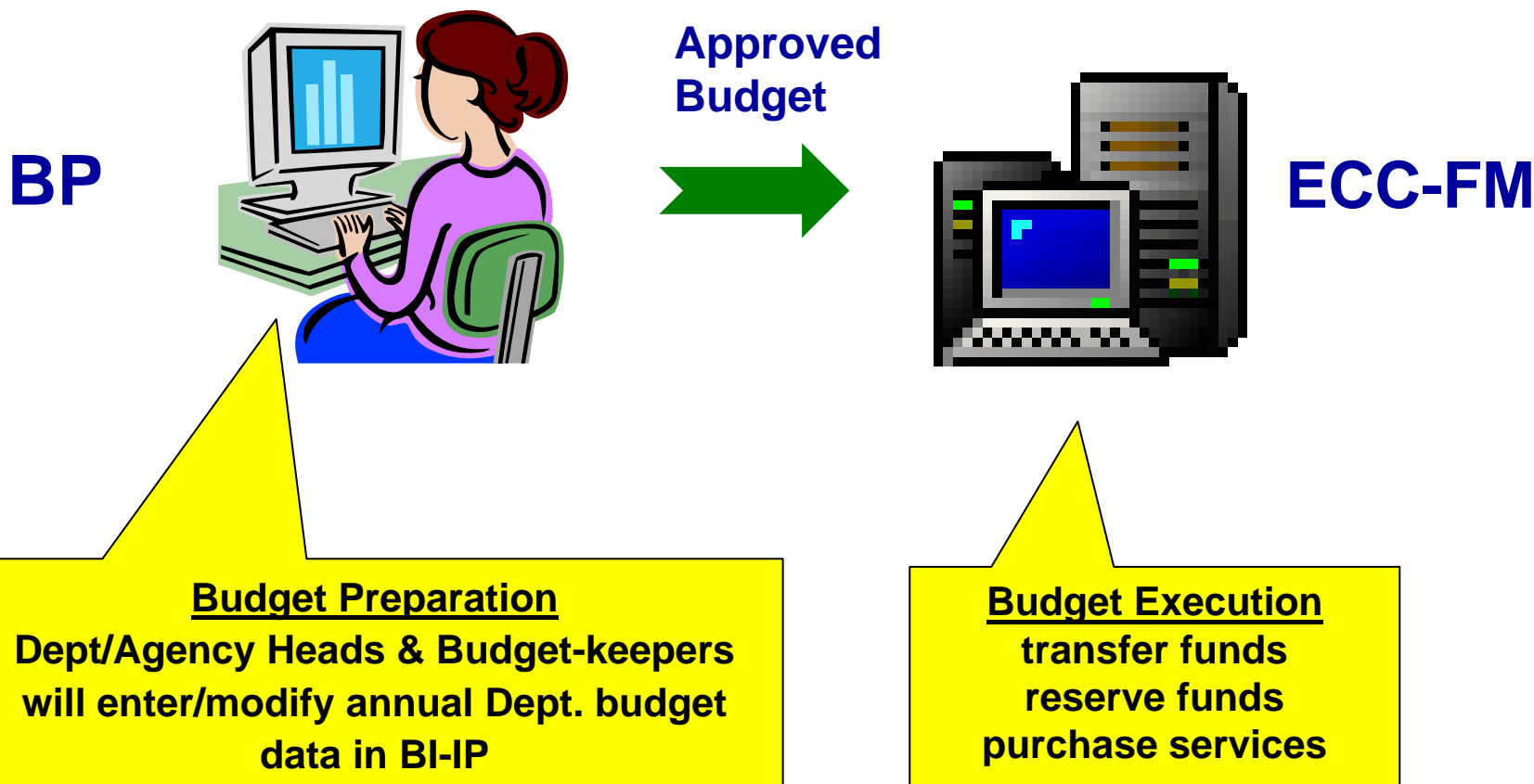
# Budget related End-user activities in BI-IP & ECC

- Budget Prep involves estimating budget resources for the purpose of financing expenditures related to persons/ positions, purchasing services or equipment
  - Currently, Budget Prep is handled in Integrated Planning (IP)
  - Subsequently, approved budgets are retracted from BI-IP into ECC
  
- Budget Execution involves budget control, 'adjustments' to budgeted resources between 'budget areas' and reserving monies for an anticipated future need
  - Budget Execution includes the application / usage of the approved budget
  - Day-to-day transactions such as budget transfers, budget returns, budget supplements & funds reservations will be accomplished in ECC



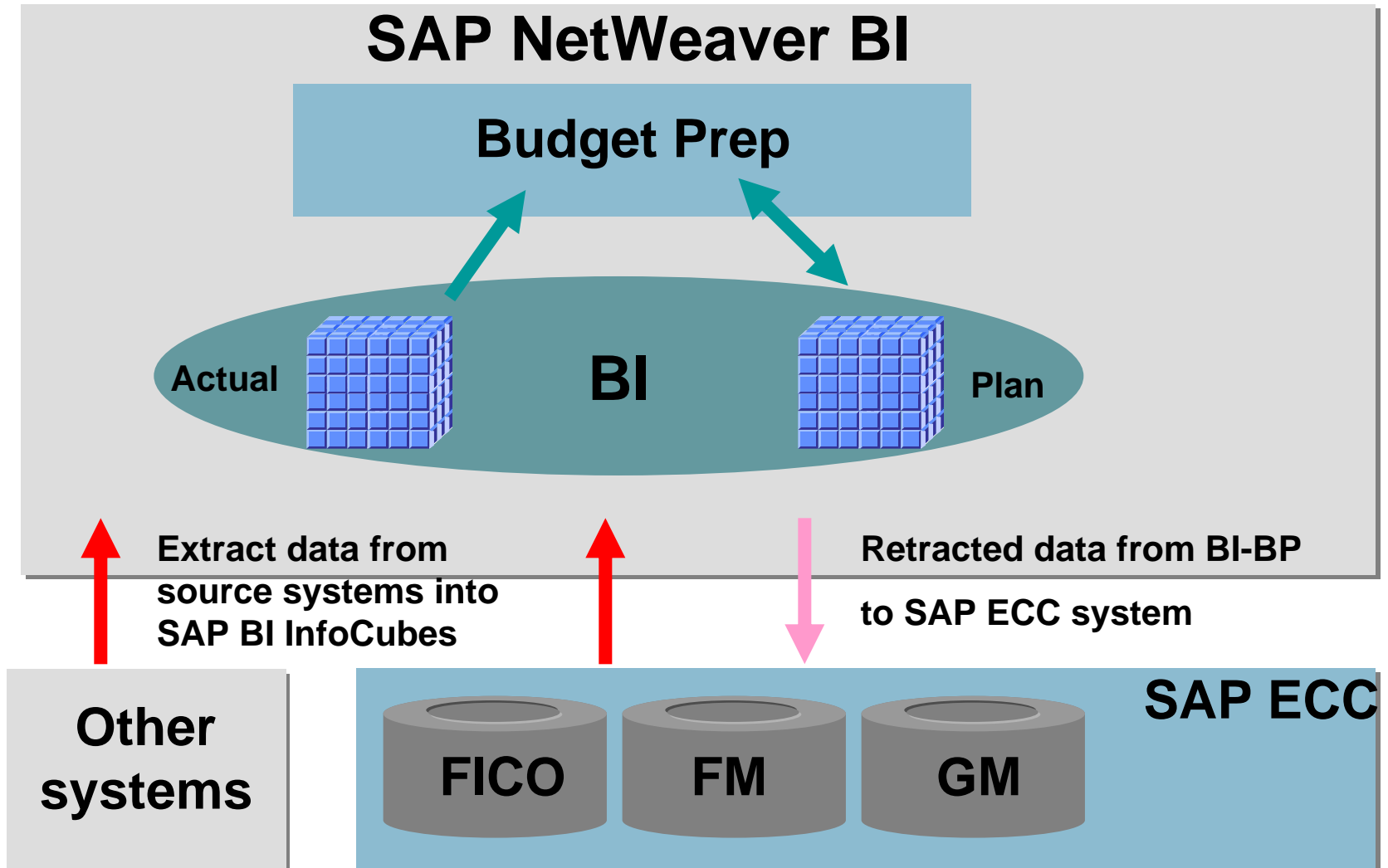
# BI-IP Budget Preparation

- Budget preparation will be accomplished in BI-IP
- After approval, budget data from BI-IP is 'retracted' into ECC
- Daily budget execution (i.e. transfers, fund reservation, etc) are accomplished in ECC



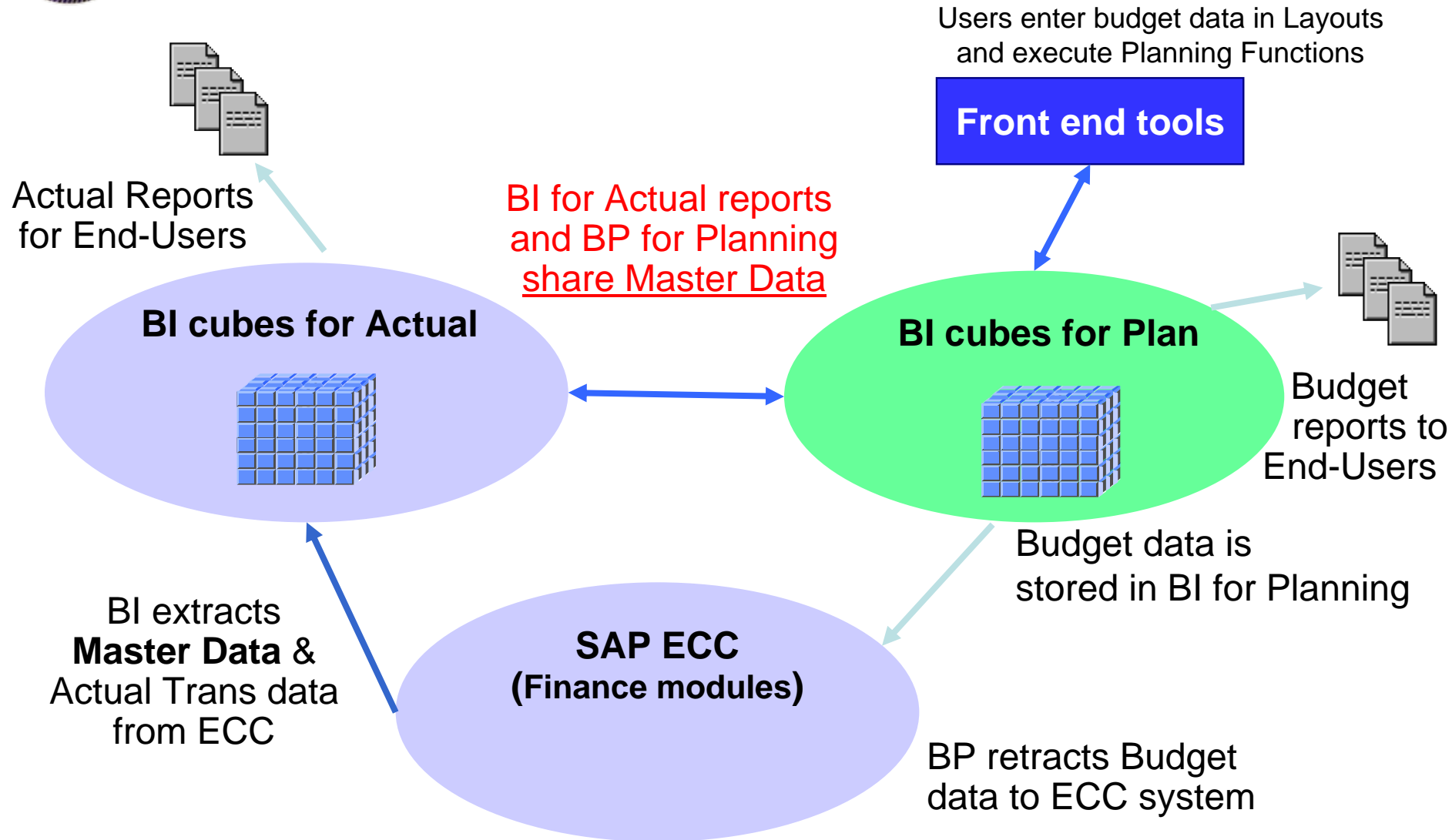


# Budget Prep concepts: BI-based orientation (1)





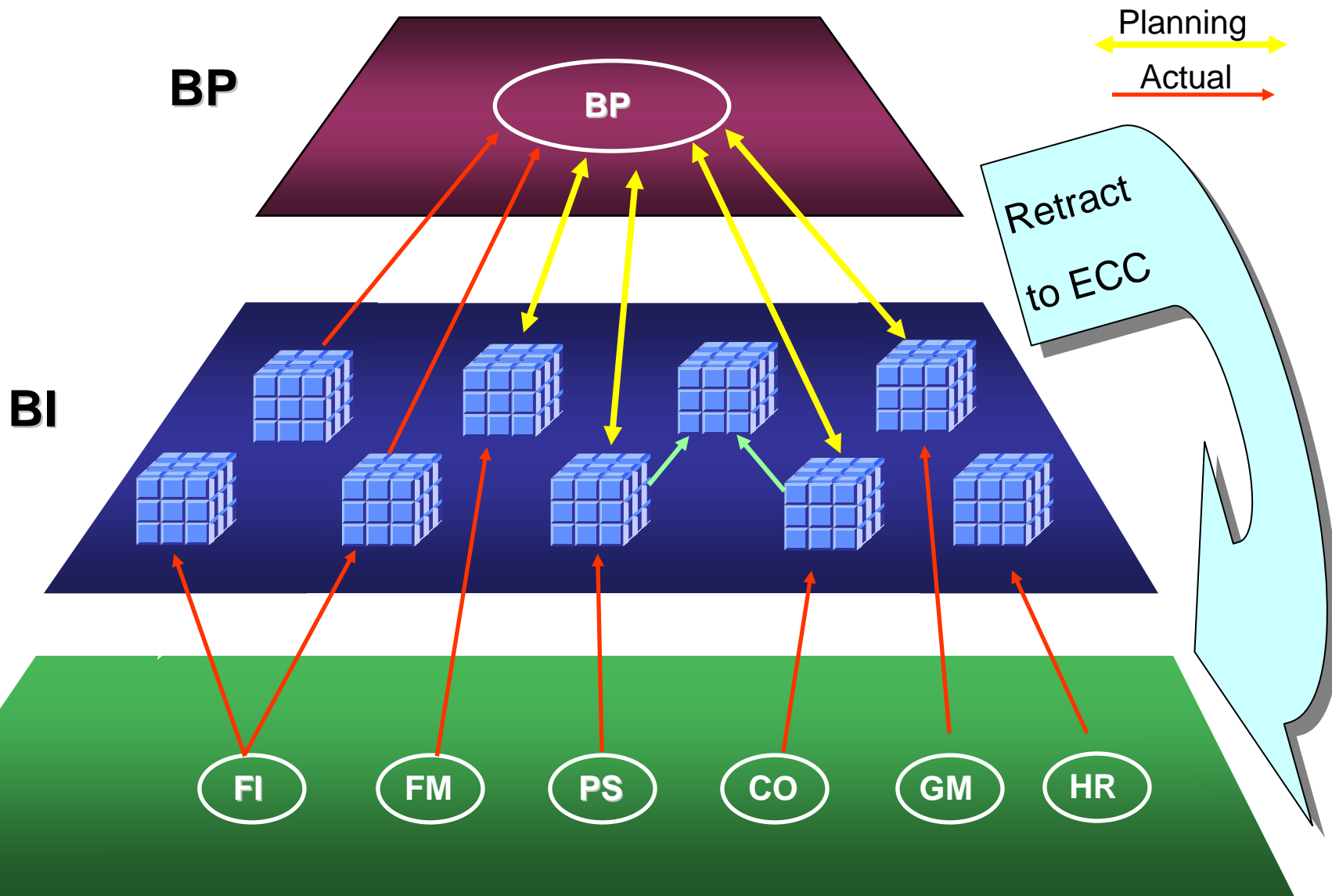
# BP & BI relationship to ECC







# Options for BI-BP Extraction / Retraction frequency





# Retraction of 'detailed' Budget data from BP to ECC

Transfer of SAP BW Plan Data to BCS

Source  
BW System: XBQCLNT300  
BW Query: L\_DPU\_C51ZBQD1002  
Query Variant: CYCLE1RETRD  
Derivation Key Date: 20090107  
Processing status: Add data  
Mode: Update Run  
Document family: 1000000004  
Number of posted documents: 1  
Number of warning messages: 0  
Number of error messages: 0

Target  
FM Area: SBBC  
Version: 000  
Fiscal Year: 2009  
Document status: Posted

Results list

Type	Doc. Number	Lifeln	Grant	Fund	Funds Ctr	Commt It	Functional Area	Funded Program	Bdgt. Ctg	Process	Type	Amount LC	
✓	2000000040	000050	NOT RELEVANT	1000	3100095510	55110000	7200000000000000	NOT RELEVANT	9F	ENTR	ORGR	10,858	
✓	2000000040	000051	NOT RELEVANT	1000		55120000	7901000000000000	NOT RELEVANT	9F	ENTR	ORGR	1,500.00	
✓	2000000040	000052	NOT RELEVANT	1000		55130000	6141000000000000	NOT RELEVANT	9F	ENTR	ORGR	15,000.00	
✓	2000000040	000053	NOT RELEVANT	1000		55130000	8303000000000000	NOT RELEVANT	9F	ENTR	ORGR	840.00	
✓	2000000040	000054	NOT RELEVANT	1000		55140000	6141000000000000	NOT RELEVANT	9F	ENTR	ORGR	200.00	
✓	2000000040	000055	NOT RELEVANT	1000		55140000	8303000000000000	NOT RELEVANT	9F	ENTR	ORGR	850.00	
✓	2000000040	000056	NOT RELEVANT	1000		55140000	7200000000000000	NOT RELEVANT	9F	ENTR	ORGR	50.00	
✓	2000000040	000057	NOT RELEVANT	1000		55310000	7200000000000000	NOT RELEVANT	9F	ENTR	ORGR	500.00	
✓	2000000040	000058	NOT RELEVANT	1000		56430000	6110000000000000	NOT RELEVANT	9F	ENTR	ORGR	3,500.00	
✓	2000000040	000059	NOT RELEVANT	1000		57330000	8303000000000000	NOT RELEVANT	9F	ENTR	ORGR	1,980.00	
✓	2000000040	000060	NOT RELEVANT	1000		57330000	7200000000000000	NOT RELEVANT	9F	ENTR	ORGR	1,520.00	
												3100095510	3,523,783.00
													92,491,747.00



# Budget data in BI-IP and ECC FM & GM (Grantee)

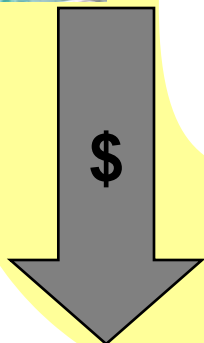
- The budget process consists of two distinct systems, which integrate together:
  - **IP**            Used for budget preparation and approval
  - **ECC**            FM/GM modules used for budget execution and control
- After budget is prepared and approved in BI-IP, the budget data will be retracted (loaded) to the ECC client, into:
  - **FM**            For all Budgets, including Grantor, but except Grantee Budget
  - **GM**            For Grantee Budgets, GM Workbench does the following:
    - converts Internal dimensions to Sponsors' dimensions; and
    - pushes GM data to form consolidated annual budget in FM
- Budget control is handled in FM and Grantee Mgt. All expenditures in various modules (MM, FI, etc) checks for the Budget in ECC.



# Grantee and Grantor Management

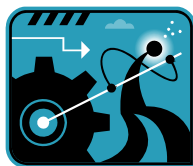


**Sponsor**

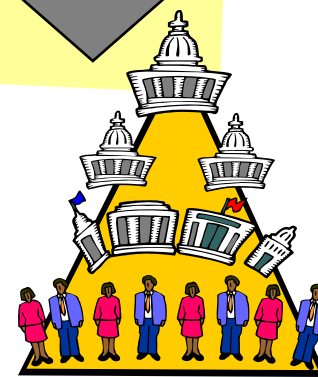
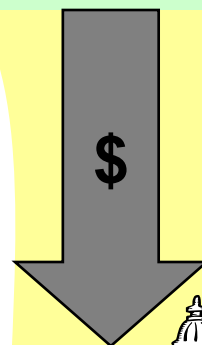


Passthrough

**State of LA (Grantee)**



**State of LA (Grantor)**





# Grantee Management



- **Grant Accounting**
- **Budget Execution**
- **Budgetary Controls**
- **Grant Reporting**
- **Grant Billing**

According to Sponsors Requirements

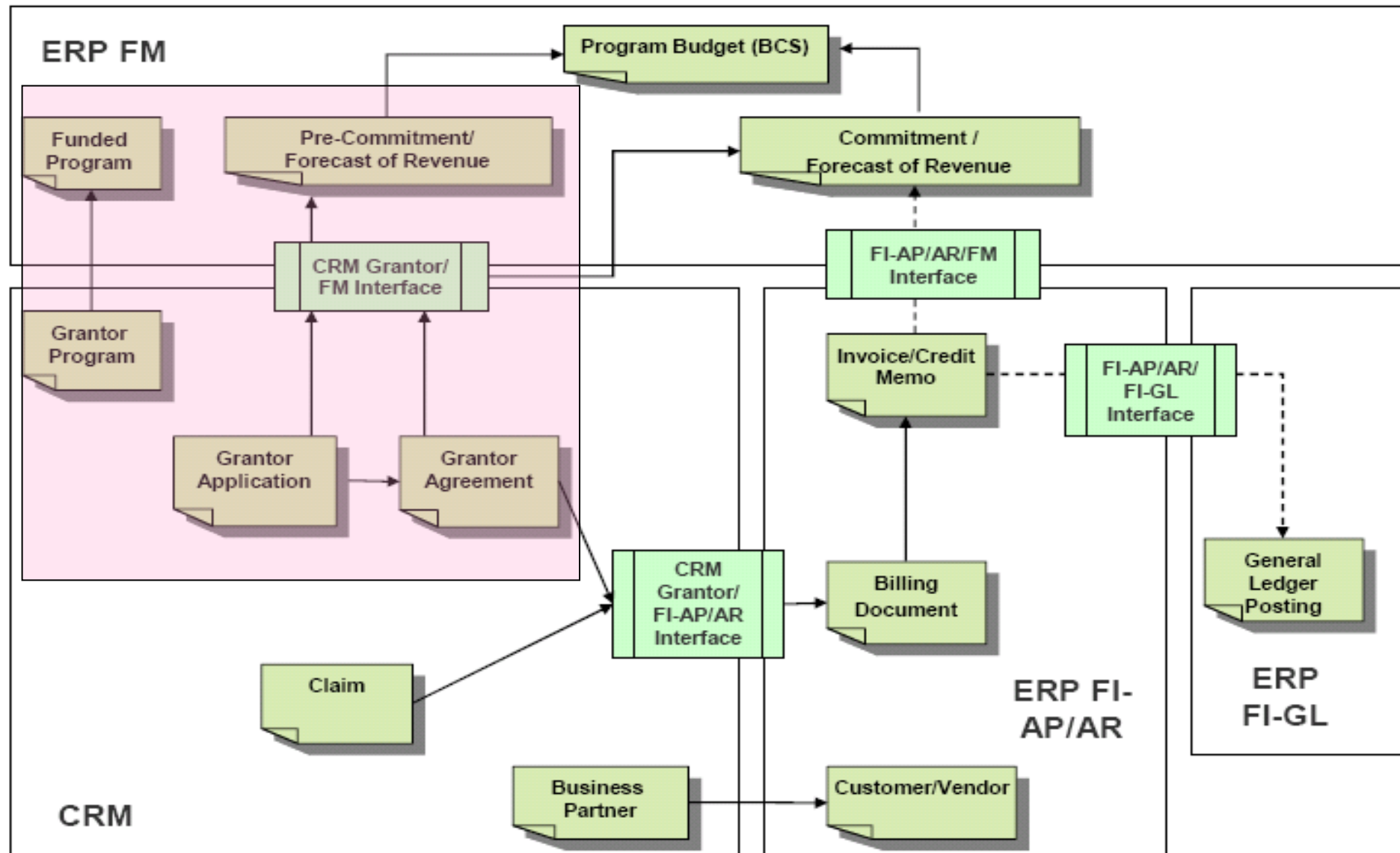


# Grantor Management





# Grantor Grant financial entries





# Types of Grants – Grantee & Grantor

- Sponsor (Grantee) Grants (note: State receives & spends)
  - Non Match
  - Match
  
- Sponsor Pass-through Grants (e.g. Federal Grants)
  - Non Match
  - Match
  
- State (Grantor) Grants (note: State's funds to Others)

To discuss: Budgeting Controls  
Compliance Controls





# Posting & Budget addresses: Grantee & Grantor

## For **Grantee** Mgt

### FM Budget

- Commitment Item
- Fund
- Funded Program
- **Grant**

### Posting

- GL Account
- Fund
- WBS Element
- **Grant**

## For **Grantor** Mgt

- Commitment Item
- Fund
- **Funded Program**
- **Blank or Grant Not Relevant**

- GL Account
- Fund
- WBS Element
- **Blank or Grant Not Relevant**

Note-1: For Grantor Mgt, **Funded Programs** represent Grantor Programs

Note-2: For Grantor Mgt, groupings of Funded Programs represent Grantor Grants



# Grantee Budgets: GM Budgeting Workbench

Different document types for Sponsor and State Share budget-linked to internal / external funds

Check not OK

Header Additional Information

Process Enter Currency USD Document Status Held

Grant 120MANAGEDCARE0405 Document Date 09/26/2006 Reversal Status Normal

Document Type SE Budget Version 0 Budget Status Released

Header Description Reason Code

Hierarchy View List View

Clear Amounts

Line	Description	Item Description	Stat...	Amount
000010	Grant: 120MANAGEDCARE0405	120MANAGEDCARE0405	000	0.00
000020	__Expenses	Expenses	000	0.00
000030	___Fund: 281	Grants	000	0.00
000040	_____Sp Program: MANAGED CARE	Medicaid Managed Care	000	0.00
000050	_____From 04/01/2004 To 03/31/...	From 04/01/2004 To 03/31/2005	000	0.00

Clear Amounts Show One

Line	FM ...	Fund	Sponsored Program	Sponsored Class	Gr...	Di...	Commitment It...	Funds Center	Functional Area	Funded Program	Text
000060	1000	281	MANAGED CARE	ALLOCATED OVERHEAD	2004	1	912000	1207070	NOTRELEVANT	NOT RELEVANT	
000060	1000	281	MANAGED CARE	ALLOCATED OVERHEAD	2005	1	912000	1207070	NOTRELEVANT	NOT RELEVANT	
000070	1000	281	MANAGED CARE	EQUIPMENT	2004	1	561410	1207070	NOTRELEVANT	NOT RELEVANT	
000070	1000	281	MANAGED CARE	EQUIPMENT	2004	1	561420	1207070	NOTRELEVANT	NOT RELEVANT	

Budget Sponsor Amounts here  
(by state's dimensions and roll up  
to sponsor dimensions)



# Grantor Budgets: FM Budget Workbench

- FM will be used for Grantor budgeting
- Groupings of Funded Program will represent the Grant for Grantor
- Funded Programs represent Grantor Programs

Document  Status

**Header Data** **Additional Data**

Process  Expenditures   
Revenues   
Budget Category  Version   
Document type  Document Date   
Fiscal Year  Period   
Budget Type  Revenue Increasing Budget  
Grant

Lines

Line	Fund	Funds Center	Funded Program	Functional Area	Commitment Item	Amount
000001	1020	1000095010	NOT RELEVANT	NOT_RELEVANT	43490600	1,000.00
000002	1020	1000095010	NOT RELEVANT	NOT_RELEVANT	55110000	1,000.00



# GM Budgeting

Grantee Budgeting (GM Workbench)

Grantor Budgeting (FM Workbench)

**GM**  
Grant XYZ = \$5

**FM**  
Total FM = \$100



\$95



\$5

Consolidated Budget = \$100

**FM**  
Total FM = \$95

Grantor Funded  
Program = \$95



\$95



\$0

Consolidated Budget = \$95



# TO-BE review (from FI-GM-003) & BA7 process

SCENARIOS	GM			FM		
	PROCESS	BDGT TYPE	DOC TYPE	PROCESS	BUDGT TYPE	DOC TYPE
Grant budget created as part of annual budget cycle in BI-IP will be retracted/uploaded to GM	ENTR	N/A	SE/AE	ENTR	ORGR	GRNT
Grant budget amendments (existing grants) created during fiscal year will be entered manually using the GM budgeting workbench	SUPL SEND/RECV RETN	N/A	SS/AS ST/AT SR/AR	SUPL SEND/RECV RETN	ADJ1 LAPS	GRNT
New grants award after the annual budgeting cycle will be entered manually using the GM budgeting workbench	<b>ENTR*</b>	N/A	SE/AE	<b>ENTR*</b>	ORGR if Enter ADJ1 if SUPL	GRNT
Y/E residual budget carryforwards will be conducted in FM	N/A	N/A	N/A	COSD/CORV	YERB	CFWD
Y/E commitment budget carryforwards will be conducted in FM	N/A	N/A	N/A	COSD/CORV	YECB	CFWD

**ENTR\*** = It will be "ENTER" if agency has budget authority. However, if agency does not have budget authority, then the BA7 process is required. If grant is approved by the legislature, then it will be a "SUPPLEMENT"



# TO-BE review from FI-GM-003 Budget/Posting/AVC

## 1. Budget Address

- FM account assignment on which budget and budget entries are entered or can be entered in FM. May be at same level or higher than posting address.
- **TO-BE: Fund, Grant, Funded Program, and Commitment Item**

## 2. Posting Address

- FM account assignment on which actual / commitment postings are received and allowed in FM.
- Typically is the lowest or most detailed level of the FM account assignments
- **TO-BE: Post at the lowest address**

## 3. Availability Control Address (FM and/or GM)

- FM account assignment on which budget control takes place.
- Typically takes place at higher roll-up level than budget address to prevent unnecessary budget transfers (highest possible legal level)
- **TO-BE: GM AVC can be used independently or in coordination with FM AVC**
  - **GM: Total grant budget (both external fund & internal funds) will be controlled in GM based on external sponsor's requirements using GM AVC**
  - **FM: To ensure that the Agency does not exceed its cost sharing commitments for each grant, match (cost sharing portion), if any, will be controlled by State fund by grant**



# Grantor Budget Prep: TO-BE process options

Managing details  
in CRM system

## NSF Programs

PFund  
Planning  
Cyber  
Etc

Agency Budget prep  
in BI system

At Fund Ctr/Appr Unit

- by WBS Element =  
Funded Program

- PFund
- Planning
- Cyber
- Etc



- by Commit Item  
(Salaries, Related Benefits, etc)

Submission to OPB  
in BI system

At Funded Program/Appr  
Unit level

- by 'rolled up' WBS Element  
= 'rolled up' Funded Program  
(which is Total Grant)
- by Commit Item  
(Salaries, Related Benefits, etc)

After Retraction of  
Budget, transfers in  
FM

At Funded Program/Appr  
Unit level

- by WBS Element =  
Funded Program
- by Commit Item  
(Salaries, Related Benefits, etc)

Discuss: At what level, Grantor Programs be handled in Budget prep? Prep & Submission





# Pass-through Budgeting

Pass-through: Funds received from a sponsor and are distributed to a 3rd party. Funds, therefore, are not consumed directly by the Grantee organization (State)

- AS-IS: Budgeting for pass-through Grants is the same as any other Grants received from Sponsors
  - Take into account budget authority
    - Agencies need to award 100% of pass-through fund, however, agencies might not have enough budget authority. BA7 process is then required in this case.
  - State agencies recognize expense as object 3560, which is budgeted for during the annual budget cycle
  - Question: Are there any exceptions?
- TO-BE: Budgeting for pass-through Grants will be done in the Grantee (GM Budget Workbench).
  - Using combinations of GM Derive, FM Derive and GTR Derive
  - Grantor application will only be used for the 3<sup>rd</sup> party application process (rating, assessment etc).
  - Reimbursement to these 3<sup>rd</sup> parties will be against the following addresses: Grant, WBS element, GL Account (among others). Once it is charged against the Grant, Resource Related Billing (RRB) can be executed for billing





# Grantor Budgeting

Following applies to Grants originated at the State (pure Grantor grants)

- When retracted from Budget Prep, the Budget will be placed in the FM module:
  - Funded Programs will be used to represent administered grantor programs
    - Grantor grant is represented by groupings of Funded Program
- Budgeting process similar to any non-Grant (Grantee) modules such as PS
- Budget Transfers and Mid-year Budget adjustments (BA7) are done in ECC-FM



# Draft TO-BE: Budget Authority

- AS-IS:

Currently, Agencies have consolidated Budget Authority, including Grant budget and Non-Grant Budget.

- TO-BE:

Given ECC-Grantee Mgt requirement to budget on a Grant-by-Grant basis, what changes are expected?

- Funds assigned for Grantee Budget Prep for Federal & State match
- Preservation of sufficient Budget Authority to facilitate acceptance of new Sponsor Grants
- Minimization of Budget transfers and adjustments to manage Grants



# Draft TO-BE: Annual Budget Preparation

## ■ AS-IS:

Currently, Agencies prepare budget at Object code level, but with no details of Grants (in a system).

- One-off cases where Orgs are represented as grants, then it implies that the Agency prepare budgets on a Grant-by-Grant basis, though consolidate and submit to OPB. Later, approved Budget is spread by Agency level to Orgs.
- For Grantor Grants, the level of Budget Prep & Budget Control seem to exclude the Grantor Program details.

## ■ TO-BE:

- Given Grantee Mgt functionality, the TO-BE budgeting process would be to budget on a Grant-by-Grant basis
- For Grantor Grants, the Grantor Program level needs to be decided, for Budget prep and control



# Draft TO-BE: Budget Submission to OPB

- AS-IS:
  - As part of the annual budget, agencies are budgeting for recurring grants and expected new grants.
  
- TO-BE:
  - Recurring Grants
  - Grants that have been awarded
  - Update of annual budget if grant award received prior to specific date
    - What's the last date to make Grant budget changes in the annual budget process?



# Draft TO-BE: Budget Retraction

- AS-IS:

Currently, after issue of Appropriation Letters, OPB loads the AP document into AFS. The Agencies “spread” the Budget to the detailed level.

- TO-BE:

- BI-IP Budget will be electronically retracted for Grantor Budgets to FM
- BI-IP Budget files will be loaded into Grantee Mgt Workbench, and released to FM module

- Issues to be discussed

- What happens if issue of Appropriation Letters is delayed (beyond July 14)?
  - (1) Loading of Partial Budgets (a percentage of the Budget)
  - (2) Load the last approved Budget, and load “delta” budgets
  - (3) Turning off the Budget check functionality is not recommended



# Enterprise Readiness Challenges – Budget Prep

- Budget prep process will change from BRASS/Excel-based processes to the BI-based Budget Prep system, using Business Explorer and/or Web Tools. There will be the need for Training to all authorized end-users for the Operating and Capital Budget processes.
- In addition to the above process/tool Training, all Budget End-users need training to be familiar with the new ECC-based account code structure (e.g. Fund, Grant, Func. Area, etc) sufficiently in advance, to be able to prepare/use the new Budget module.
- Need for all Departments/Agencies to input 'detailed budget' for all Expense & Revenue accounts in the budget preparation process and submit budgets online to OPB.
- Master data in all ECC modules will need to be ready, together with multiple Cross-walks to SAP (from AFS, BRASS, DOTD, ISIS-HR and CORTS/BDS) prior to Budget Go-live. Similarly, sufficient test data will also be needed for DEV and QA environments.
- After creation of ECC Master data, the ISIS-HR data (Positions, Employee, etc) will need to be “transformed” (Note: Options being considered) to the new ECC-Finance account code structure, in the HR data extraction process for Salary-based budget preparation.



# Enterprise Readiness Challenges - GM

- Training on budgeting process and functionality differences between FM and GM, which will effect when and how Grantee and Grantor grants get budgeted.
  - Budget workbenches and their functionalities
  - Retraction from BI-IP
  - Account Assignments & integration points
- Users will need to be trained on the following: Postings will be against a grant, similar to how it is today (Reporting Category\*). Budgeting will be by individual grants. Budget AVC (FM & GM) will be on, which could result in budget transfers (among others) prior to a transaction taken place.



# Next Steps

- Prepare and send out Minutes of this Meeting to all Invitees
- Commence incorporation of details into draft Design document (PDD)
- Follow-up on Action Items identified during this Workshop
- Schedule off-line meeting(s) to discuss areas of special concern, if any
- Plan follow-on Workshops, as required
- Review Overall design in the Validation Workshop
- Ensure all To-Do's are appropriately documented





# State contacts on the ERP Project Team

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# Questions?





# Accounting Methods

## Financial Accounting

Financial accounting, full financial statements (full accrual, modified accrual), reconciliation of full vs. modified accrual, high level cash

## Funds Management

Budgetary accounting, budgeted income and expenses, reconciliation to full and modified accrual

## Controlling

Cost accounting, operational income and expenses (primarily full accrual, with limited modified accrual support)

## Project Systems

Project accounting, income and expenses for large projects (primarily full accrual, with limited modified accrual support)

## Grants Management

Grant accounting, grant related posting, including overhead calculations, update the GM ledger based on sponsor requirements.



## MASTER DATA INTEGRATION

FI Financial Accounting (external accounting: ex: bal sheet & P/L by Fund open item mgmt ex: A/R and A/P)	CO Controlling (managerial/cost accounting)	FM Funds Management (budgetary accounting)	GM Grantee Management (sponsor's view/reporting requirements)
General Ledger	Cost Element	Commitment Item	Sponsor Class
Fund	Fund	Fund	Fund
Business Area	Cost Center (org structure: ex: admin dept)	Fund Center	
	Internal Order Work Breakdown Structure (project: ex: tradeshow, capital project)	Funded Program	Sponsored Program
Functional Area	Functional Area (program; ex: public safety, education)	Functional Area	
Grant	Grant	Grant	Grant
Fiscal Year	Fiscal Year	Fiscal Year	Budget Validity Period (ex: sponsor/grant FY)





# Interplay of Account code structure in various modules

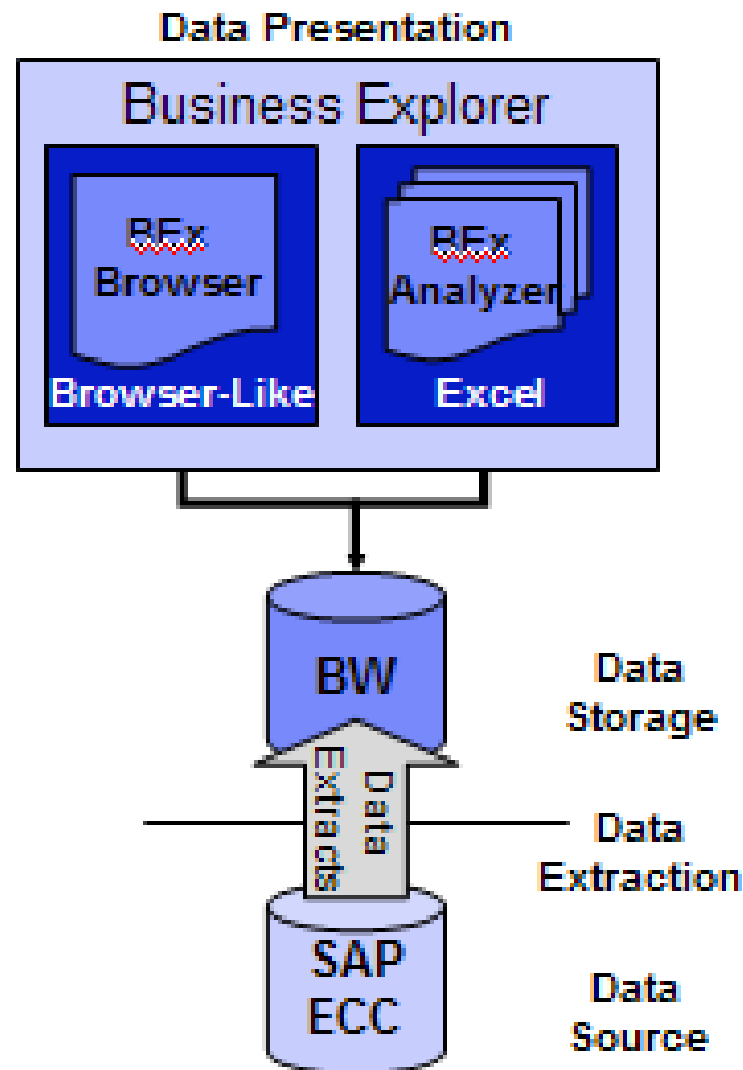
<u>Master Data integration: Legacy to SAP</u>									
Legacy systems					SAP ECC modules				
AFS Finance	BRASS Budget	CORTS Capital	HR ISIS	DOTD Agency	FI External Acctg	CO Managerial/ Cost Acctg	FM Budgetary Acctg	GM Grantee Management	
	Object				GL Acct	Cost Element	Commitment Item	Sponsor Class	
	Fund				Fund	Fund	Fund	Fund	
	Exp & Rev Orgs				Bus Area	Cost Center	Fund Center		
						Internal Order WBS Element	Funded Programs	Sponsored Programs	
	Policy Area				Functional Area	Functional Area	Functional Area		
					Grant	Grant	Grant	Grant	
	Budget Year				Fiscal Year	Fiscal Year	Fiscal Year	Budget Validity Period	



# Data extraction from ECC to BI

BI system (Business Intelligence) consists of:

- Programs that extract data from SAP ECC tables or any other Legacy or External data systems
- A Database (with standard-delivered or custom developed cubes) that maintain the extracted data – this offers slice & dice capability
- Front-end tools to read data (BI Reports) or write data (IP budget data entry and change)





# BEx Analyzer Navigation (1)

The screenshot shows a Windows XP desktop with the Start menu open. The navigation path is as follows:

- Start button
- Business Explorer
- Business Explorer (SAP BW 3.x)
- Analyzer

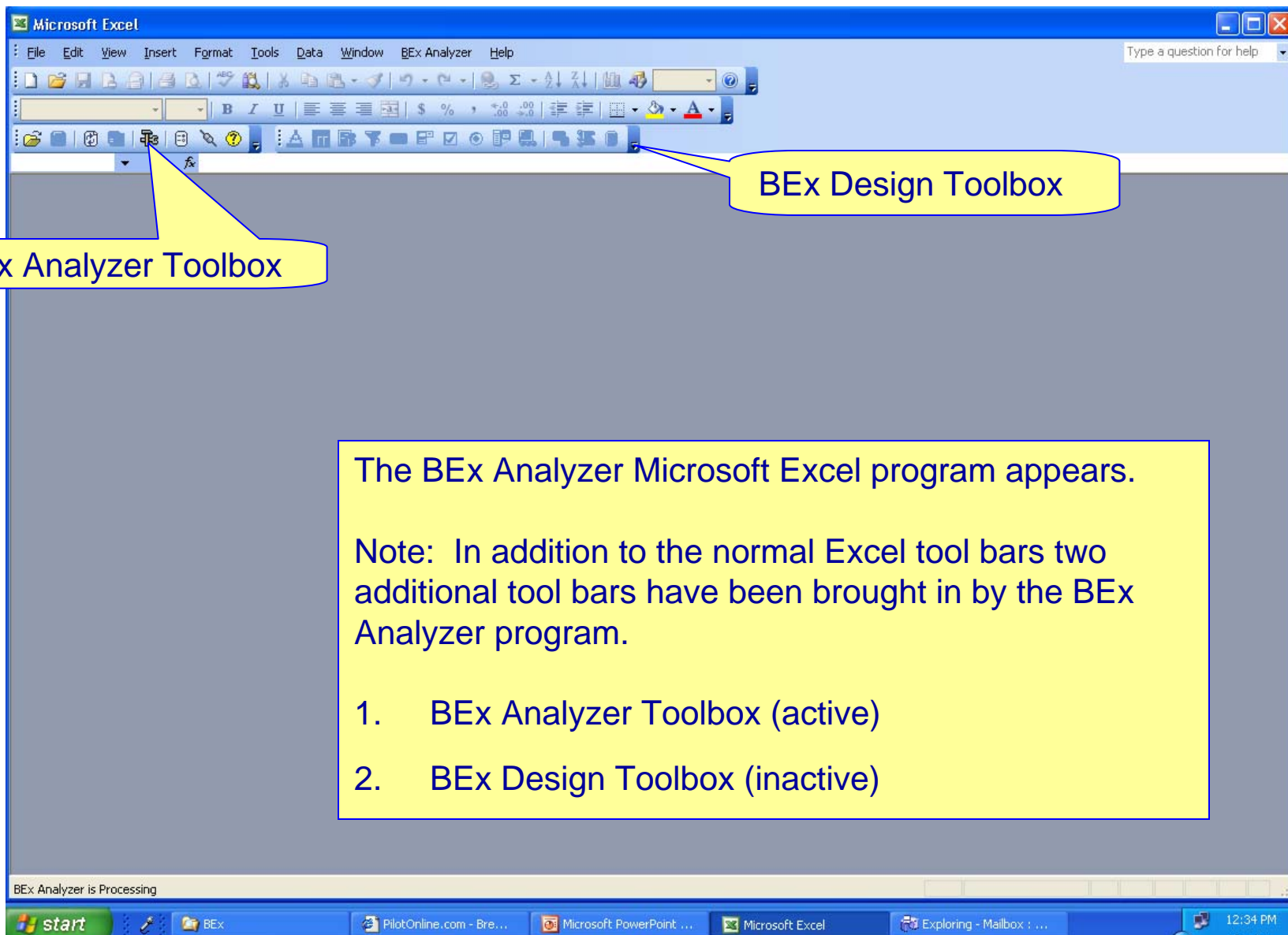
The desktop background is a blue abstract image. The taskbar at the bottom shows the Start button, a Snagit icon, and the system clock displaying 3:12 PM on Thursday, 10/11/2007.

**Note:** The following slides demonstrate how to access and navigate the BEx Explorer tool.

1. Click the Start button.
2. Follow path Start > Business Explorer > Analyzer.



## BEx Analyzer Navigation (2)







# Planning front-end: BEx Budget Layouts

Layout for Salary Planning–Primary Positions Workbook is displayed. Additional fields located to the right of the displayed screen may be viewed by clicking the scroll right bar.

Arial

8

B

I

U

Illustration of a Super-User Planning function loaded Layout



# Select Reports Tab or Layout for Depts & Grants

- 1. Click the **Layouts for Depts & Grants** tab.

The screenshot shows the LA GOV ERP Portal interface. At the top, a blue navigation bar contains the following tabs: Home, SAP Access, Employee Self Service, Manager Self-Service, BI Reports, and **BI-IP Depts & Grants**. A yellow callout bubble points to the **BI-IP Depts & Grants** tab with the text "Click BP Layouts for Depts & Grants". Below the navigation bar, the main content area features a large banner image of a flooded street. To the right of the banner is a "GAMEPLAN" logo and a section titled "Louisiana's 2008 Hurricane Preparedness Campaign: Get A Game Plan for you and your family during hurricane season". Below the banner, there is a "Training Calendar" on the left and a "Video Archive" on the right. The "Video Archive" section includes a video player showing a man speaking at a podium, with the caption "Video: Governor's speech after vetoing legislative pay raise". A yellow callout bubble points to the "Training Calendar" with the text "Click to access LA GOV ERP Portal".

Welcome Tim Longhurst

Search Advanced Search

Home SAP Access Employee Self Service Manager Self-Service BI Reports **BI-IP Depts & Grants**

Click BP Layouts for Depts & Grants

Click to access LA GOV ERP Portal

Training Calendar

Organization Chart

Video: Governor's speech after vetoing legislative pay raise

Video Archive



# Illustration for an Agency Web Layout



# FM and other ECC master data groups

- Master data from ECC are the same master data extracted and used in both, BI Reporting & BI-Integrated Planning
- FM dimensions are used in budget prep process, including for Grants budget, and not Grant Sponsor's dimensions (for e.g. not Sponsor's fiscal year basis)
- Key Master data needed for Budget Prep, from ECC-FM:
  - Funds
  - Fund Centers
  - Commitment Items
  - Funded Programs
  - Functional Areas
  - Grants
- Other ECC master data whenever used (e.g. Cost center), which are also extracted from ECC, are always mapped to FM dimension equivalents, before Retraction (e.g. Fund Center)



# FM concepts - 3 different Addresses

Posting addresses (PA) and Budget Addresses (BA) can be mapped to different account assignments for Budget Availability Control purposes (AVC).  
For example:

	Budget item	Posting Address	Budget Address	AVC Address
→	Fund	1000	1000	1000
	Funds Center	3315118510	3315118510	3315118510
	Functional Area	5652143040000000	5652143040000000	5000143040000000
→	Commitment Item	55110000	55000000 *	55000000
→	Funded Program	Not Relevant	Not Relevant	Not Relevant
	Grant	Not Relevant	Not Relevant	Not Relevant

\* For Exceptions: Budget Address and Posting Address levels use the 3-digit Commitment Item 55110000



# Budget (Planning) data concepts (1)

## Plan or Budget Versions

A BP version is used to record budget data at a given point in the budget build or development process.

In most cases, Budget versions will 'look' identical to the one that preceded it, e.g., version D3 (First Public Hearing) looks like version D5 (Adopted Version). But to accommodate the responsibilities of the various organizations reviewing the budget, each version will hold potentially different data versions as 'used' by them in the budget prep process, e.g., version D1 (Budget Office Prep version) data will be different from version D5 (Adopted Budget).

## Sample BP Versions

- D-1** Department Budget Version (Budget Office prior preparation)
- D-2** Department Budget Version (Department Up-date & Approval)
- D-3** Department Budget Version (Budget Office Approval) - First Public Hearing
- D-4** Department Budget Version (Budget Amendments before 2<sup>nd</sup> Public Hearing)
- D-5** Department Budget Version (After 2<sup>nd</sup> Public Hearing – Adopted Budget)



# Budget (Planning) data concepts (2)

## Budget Year or Plan Year

The year for which the budget is being prepared. The Plan/Budget Year is a single number, four digits in length. The Plan Year will actually span over two calendar years, from 01 July to 30 June, each year.

Example: Budget Year 2010-11 ➡ Starts July 1, 2010 – June 30, 2011  
(same as State's financial fiscal year)

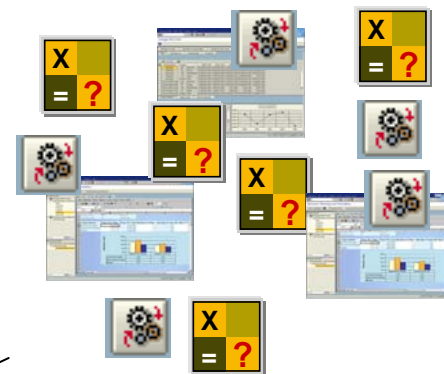
Discuss: What is the appropriate equivalent terminology for Plan/Budget year at the State?  
**Appropriation Year? Enactment Year?**



# Authorizations in BP – Transaction & Config.

Period	Product	Country	Revenue
Jan	Orange J.	Germany	100
Jan	Orange J.	France	120
Jan	Orange J.	Italy	200
Jan	Orange J.	USA	170
Feb	Orange J.	Germany	110
Feb	Orange J.	USA	110

Authorizations on  
transaction data in  
the InfoCube



Authorizations on  
customizing objects  
in BW-BP

- Authorizations on Transaction data & Customizing objects ?
  - Transaction data: Budget data that can be changed by End-users
  - Customizing: Layouts & Planning Functions that are changed by Super-Users





# Data Authorizations in BP & BW

**Reporting**

**Planning**

- Authorization for Planning & Reporting – e.g. for a cost center
- In Planning, need to distinguish between read & write ability
- Approach for Authorizations ?
  - (a) Change or Display – User-role based
  - (b) Web authorizations – for Plan & Report
  - (c) Layouts (incl. Function execution)



**Authorizations**

